



Indiana University  
Purdue University  
Fort Wayne

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Guidelines for the Selection, Appointment, and  
Review of Continuing Lecturers at IPFW

1. Continuing Lecturer (CL) is a category of academic staff hired by a department "to instruct a course or courses on an ongoing basis, and to perform other appropriate and necessary duties relating to the course or courses, their students, and the school's instructional program" (Purdue Executive Memorandum No. C-48). CL's appointed to IU-mission departments are classified into a similar "Lecturer" category in the IU system (IU Academic Handbook, p. 59) but are Purdue employees. The CL is a staff appointment, eligible for benefits (TIAA/CREF after three years), but not for tenure, promotion, or sabbatical leave. Consistency of the request with IPFW's mission and goals, college or school goals, and departmental program review recommendations.
2. CL positions must be at least at .5 FTE and are considered on a case-by-case basis in terms of program needs and available funding. CL positions are intended to meet ongoing instructional needs, often previously met by associate faculty.
3. Continuing lecturers are not intended to replace tenure-track faculty. Vacant tenure-track positions will be filled with ranked faculty and failed searches will be filled with visiting ranked faculty unless the department presents a very strong justification for conversion to a CL.
4. Appointments to a CL position will require a search following regular university procedures for faculty searches and hiring. The only exception that may be made to the search process is a situation in which a department (a) has been approved for a CL position, and (b) has only one associate faculty member who has taught satisfactorily at .5FTE or more for at least six consecutive semesters. In situations when several associate faculty meet the .5FTE/6 consecutive semesters criterion, an internal or external search must be conducted.
5. IPFW will observe a 10% CL FTE limit in the percentage of the total campus faculty FTE (defined as tenured, tenure-track, clinical, and CL appointments).
6. CL's are expected to have at least a master's degree, although commensurate professional experience may be considered.
7. Full-time CL's are assigned a 12-hour teaching load per semester. The teaching load may be modified to reflect other teaching-related responsibilities. CL's also have departmental service responsibilities appropriate to their teaching assignment and an expectation of continuing professional development. Departments are responsible for including CL's in appropriate committees and in professional development opportunities.
8. CL's are probationary in the first year of their appointment and their appointment can be terminated at the conclusion of either the fall or spring semester. After the first year, written notice "at least one academic semester before the Continuing Lecturer begins the final semester of employment" (Purdue Executive Memorandum C-48) is required if the appointment is to be ended, effectively requiring one year's notice of non-reappointment.
9. After the first year, CL's are reviewed and reappointed annually. Each department which has CL positions must develop specific evaluation criteria. CL's are expected to submit annual reports of their activities in keeping with departmental and school procedures. Chairs will use the same annual reappointment schedule and deadlines and the same departmental/school review procedures for CL's as for probationary tenure-track faculty. CL's are to be included in regular processes for determining merit increases, including any special merit opportunities established for that budget year.
10. Under Executive Memo C-48, voting rights and governance participation for CL's are determined by each campus, school, and department. CL's do not have voting rights in the IU University Faculty Council or the Purdue University Senate, although many do have voting rights at the department, school, or college levels.

11. Following C-48, CL's appointed to Purdue-mission departments are eligible to use the University's Grievance Procedures for Academic Personnel. Similarly, the IU Academic Handbook provides that CL's appointed to IU-mission departments may apply to the IU Board of Review.

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